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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE: REDEVELOPMENT PROGRAM MANAGER**

**DEFINITION**

Under management direction, to plan, develop, organize and manage complex development programs within assigned development project areas, involving the following aspects: financial analysis; community liaison; developer negotiations; contract preparation, negotiation and supervision; marketing activities; and to do related work as required.

**REPORTS TO:** Division Head or higher level management staff as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the managerial/supervisory classification in the Project Manager Series. The Redevelopment Program Manager is distinguished from the Project Manager by the performance of the most difficult and complex work assignments; the supervisory responsibility for directing, managing, and negotiating development activities; and the significant breadth of responsibility for development projects and programs. This class is characterized by the responsibility to develop, manage, and coordinate large complex projects or sensitive matters. Incumbents exercise decision-making authority. Ability is required in establishing general goal and policy statements, and in resolving problems. Latitude is necessary in managing and administering a complex and sensitive area of responsibility. Direct supervision is exercised over professional, technical, and/or clerical staff. An incumbent may represent the Development Director before the City Council, City Manager, community groups, other City staff, and the public.

**SUPERVISION RECEIVED AND EXERCISED**

Receives management direction from the Development Director. Exercises supervision over professional, para-professional, technical, and clerical staff, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct, coordinate, monitor and evaluate the planning and execution of all activities of assigned complex project areas.
- Supervise, coordinate and participate in the management of assigned redevelopment projects; assign, supervise and review the work of project management staff and contractors assigned to projects; review and update redevelopment project area plans; supervise project area formation.
- Establish and maintain liaison with organizations, private business firms, developers, brokers, public agencies, property owners and the general public to promote and facilitate the planning and execution of redevelopment activities.
- Make public presentations to legislative bodies, other public agencies; make public presentations to community groups, development associations, potential investors and other major assemblages regarding the redevelopment process or a specific project area activity.
- Identify and market sites for redevelopment.
- Negotiate and administer contracts between Agency and consultants.

- Prepare contracts and other related documents between Agency and developers ensuring compliance review of such documents.
- Supervise or conduct special studies and analyses; prepare and submit comprehensive reports on all aspects of assigned programs and projects.
- Supervise complex redevelopment project budget(s) on annual and multi-year basis; monitor long and short-term project cash flow analyses; assist in redevelopment tax allocation bond funding.
- Coordinate the review and processing of specific private development projects; facilitate as necessary to expedite project development.
- Develop and evaluate Requests for Qualifications and Request of Proposals.
- Encourage the redevelopment of specific complex project areas working with and through developers.

## **QUALIFICATIONS**

### **Knowledge of:**

- California Community Redevelopment Law and other applicable sections of federal, state and local laws and codes.
- Theory, principles and practices of governmental land use planning.
- City organization, operations, policies and objectives.
- Current trends in federal, state and local redevelopment funding.
- Principles and practices of organization, administration, budget and personnel management.
- Economics of real estate development.
- Principles of redevelopment tax increment financing.
- Oral and written communications skills.
- Principles of supervision.
- Personal computer operation and software applications.

### **Ability to:**

- Plan, develop, manage and promote complex redevelopment programs of the highest quality.
- Present ideas and concepts effectively and persuasively in speaking before groups and to communicate effectively in written reports and correspondence.
- Establish and maintain effective working relationships.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Operate a personal computer and applicable software applications.
- Supervise, train and evaluate professional, para-professional, technical, and clerical staff.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*Education:* Graduation from an accredited four year college or university with a Bachelor's degree in public or business administration or closely related field. A Master's degree or graduate level course work is desirable.

*Experience:* Seven years progressively responsible administrative or analytical experience in urban planning, real estate development, redevelopment, architecture or related field. Experience must include three years in the management of redevelopment projects.

**MEDICAL CATEGORY:** Group 1

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Redevelopment Program Manager

**TO:** Development Director